

# SOCIAL MEDIA GUIDELINES FOR CATHOLIC SCHOOL PARENT COUNCILS

*The following information is presented as a summary of TCDSB Social Media Guidelines. Please refer to the entire document for further details on the below guidance.*

**TCDSB CSPC Social Media Account Managers MUST:**

## AUTHORIZATION

- 1** Written authorization from the applicable principal must be obtained to operate a CSPC social media account.
- 2** It is recommended that the CSPC Chair operate any CSPC social media account as they have been issued a Board email address which should be used for a CSPC social media account.
- 3** Ensure any account names/handles are approved by the principal and under the following format:
  - CSPC name followed by “\_TCDSB” OR “.TCDSB”
  - Existing accounts that do not follow the above guidelines are asked to update their handles immediately by accessing profile settings.

## SECURITY

- 4** Maintain log in credentials and manage account change overs (i.e. new CSPC chair).
- 5** Provide logins to the principal upon request.
- 6** *Personal information including images, videos, artwork and names may not be shared on social media without written consent.*
  - Students and staff for whom consent is not given must be excluded, obscured or blurred before appearing on social media accounts.

## CONTENT

- 7** Represent the mission, vision and values of the TCDSB. Content posted should be positive in tone, informative and relevant to the school/board community. Examples include:
  - Celebrating student success (ensuring compliance with consent)
  - Important dates, public meetings and event notifications
  - News on student programming
  - School, bus and event cancellations
  - Education-related updates and resource.
- 8** Not include any advertisements, logos, testimonials or endorsements of any product or company, except for official TCDSB partnerships, e.g. the Angel Foundation.

## ENGAGEMENT

- 9** Exercise caution when re-posting, 'liking' or 'favouriting' external content; this may be perceived as an endorsement.
- 10** Not endorse any third-party educational services or products, such as education technology apps or tutoring services.
- 11** Maintain a clear distinction between personal parent/guardian account and CSPC account.
  - Social media accounts that blend personal and professional content are strongly discouraged.